

Late Drop, Late Withdrawal, Tuition Waiver Appeal

Student ID # _____

This form is intended for students requesting a late drop, late withdrawal or tuition waiver for a course(s).

For Office Use Only

Name: _____ Tech ID#: _____

Phone: _____ Email: _____

1. Indicate the semester and year to be reviewed:

☐ Fall ☐ Spring ☐ Summer Year: _____

2. Indicate the type of request and classes to be reviewed:

☐ Late Drop ☐ Late Withdrawal ☐ Tuition Waiver

List of Classes: _____

3. Select the rationale for your appeal and provide the required documentation associated with that rationale. Appeals without documentation will be denied.

- ☐ **Major Unforeseen Medical Issue:** Provide a signed healthcare provider statement (issued on letterhead) that clearly identifies the dates and situation that prevented attendance. Do not provide copies of bills, appointments, prescriptions, etc.
- ☐ **College Error:** Provide document(s) demonstrating the error and/or an employee written statement describing the situation.
- ☐ **Significant Personal Circumstance:** Provide documentation supporting request and verifying that the events were unforeseen and/or outside of your control or choice.
- ☐ **Military Call to Active Duty:** Provide orders for deployment.
- ☐ **Ward of State:** Provide signed letter from social worker or district court verifying ward of state status.
- ☐ **Identify Theft:** Provide supporting documentation such as copy of the police report (the complete report, not just the case number), FTC report and other supporting information.

4. Provide up to a one-page statement describing your situation in detail.

5. Read and sign below.

- ☐ I understand that a tuition and fee waiver is not available for course(s) paid by grants, scholarships or third parties.
- ☐ I understand that approval of this appeal may result in reduction of my financial aid and increase the balance due to Saint Paul College.
- ☐ I understand that providing the above documentation does not guarantee approval of my appeal and that the committee may grant partial approval of my request.
- ☐ I understand that the following situations are not considered to be basis for appeal:

- Lack of knowledge of drop, refund, withdrawal, or other college policies
- Dissatisfaction with faculty, class, or grade

- Voluntary acceptance of activity impacting ability to attend class
- Disregarding course/placement requirements

- Change in marital/relationship status
- Failure to attend classes
- Incarceration or arrest
- Inability to pay

Student Signature

Date

6. Submit completed form and all required documentation to Admissions & Financial Aid Office, Room 1300 or email to student.records@saintpaul.edu. You will be notified of the results of your appeal within 30 days of receipt of this form, via email.



College Use Only

☐ Approved for _____ Drop & Refund of Charges _____ Withdrawal _____ Waiver
☐ Denied _____ Incomplete Appeal _____ Not Approved Basis for Appeal
☐ Other: _____

Comments: _____

Committee Member Signature: _____ Date: _____

Deadlines for drops, refunds, and withdrawals are determined in compliance with policies and procedures established by Minnesota State (listed below). Consult the current course schedule for term specific deadlines.

PROCEDURE 5.12.4 REFUND OF TUITION AND FEES

Part 2. Subpart A. Refunds for dropped classes: Students may attend one class session for each registered for-credit course without obligation. Students are financially obligated for any classes dropped after the fifth day of the term, or one business day after the first class session, whichever is later. For the purposes of this procedure, business days are defined as Monday through Friday (excluding college or university holidays).

For courses less than three weeks in length, colleges and universities shall establish the no-obligation drop and refund period as not more than one business day after the first class session for each for-credit course.

Part 2. Subpart B. Refunds for withdrawals: Upon expiration of the no-obligation period defined in Subpart A, colleges and universities shall refund tuition and fees for students who totally withdraw from for-credit courses in accordance with the following schedule.

FALL AND SPRING ACADEMIC TERMS	REFUND
1st through 5th business day of term	100%
6th through 10th business day of term	75%
11th through 15th business day of term	50%
16th through 20th business day of term	25%
After 20th business day of term	0

SUMMER SESSIONS AND OTHER TERMS AT LEAST 3 WEEKS BUT LESS THAN 10 WEEKS	REFUND
1st through 5th business day of term	100%
6th through 10th business day of term	50%
After 10th business day of term	0

CLASS TERM LESS THAN 3 WEEKS	REFUND
1st business day of term	100%
2nd and 3rd business day of term	50%
After 3rd business day of term	0

PROCEDURE 5.12.2 TUITION WAIVERS, DEFERRALS, AND RETROACTIVE DROPS

Part 2. Subpart A. Authorized Waiver Types The president may waive amounts due to the college or university for the following reasons: Employee benefit provided by a collective bargaining agreement, death of a student, medical reasons, college or university error, employment related condition, significant personal circumstances, student leader allowance, course conditions (a course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee), natural disasters or other situations beyond the control of the campus, Military duty, Ward of the state. Each college or university shall define the terms under which any authorized waiver will be granted. The college and university shall document the reason for all waivers.